

May 15, 2025

The regular meeting of the Board of Commissioners of Port District No. One of Wahkiakum County, Washington, convened on the above date with Commissioner Scott Anderson presiding. Also in attendance were Commissioner James Sorensen, Manager Todd Souvenir, Maintenance Manager Jerry Nakonsky, Administrative Assistant Mackenzie Jones, Attorney Tim Hanigan, and Secretary Nadia Goldinov.

The general public attended by Zoom teleconference.

The meeting opened at 12:00 p.m.

Commissioner Anderson made a motion to excuse Commissioner Deaton's absence. Commissioner Sorenson seconded. The motion passed 2-0.

APPROVAL OF MINUTES

Commissioner Anderson made a motion to approve the minutes of the regular board meeting held on April 10, 2025, as submitted and Commissioner Sorenson seconded. The motion passed 2-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for April 2025, copies of which are attached. Commissioner Anderson made a motion to approve the financial reports for April 2025, and Commissioner Sorenson seconded. The motion passed 2-0.

APPROVAL OF VOUCHERS:

Commissioner Anderson made a motion to approve vouchers 2025-156—2025-195 in the amount of \$63,509.63 for the month of May 2025, and Commissioner Sorenson seconded. The motion passed 2-0.

Wahkiakum West Communications President Ken Johnson joined the meeting by Zoom teleconference at 12:03 p.m.

ACTION ITEMS:

Ferry Centennial Celebration Sponsorship

Manager Souvenir stated that Delphine Criscenzo with the Little Island Creamery reached out to Port District No. One to request financial support towards the Ferry Centennial Celebration. The Little Island Creamery is hosting the celebration along with the Wahkiakum Chamber of Commerce. There are three different business sponsorship packages: the Deckhand, the Pilot House, and the Captain's Circle, each with their own benefits. Manager Souvenir stated that the contribution would be for a good cause and celebration, and he suggested looking at the Deckhand package with a \$250.00 fee. Discussion ensued.

Commissioner Anderson made a motion to approve the Deckhand option, and Commissioner Sorenson seconded. The motion passed 2-0.

Wahkiakum West

Wahkiakum West Communications President Ken Johnson presented an additional investment opportunity to Port District No. One regarding The Columbia Coast TV show. For a contribution of \$2,500.00, Wahkiakum West Communications proposes to provide their services to transform the B-roll filmed of Wahkiakum County into edited, professional commercials for the Port to use and put up on their website and social media. Discussion ensued.

Mr. Johnson stated The Columbia Coast TV show is looking to start filming in Wahkiakum County on June 9, 2025. Mr. Johnson commented they also might come down with the film crew for the Bald Eagle Days event to film some footage for the show. Discussion ensued.

Commissioner Anderson made a motion to approve the \$2,500.00 investment, and Commissioner Sorenson seconded. The motion passed 2-0.

Wahkiakum West Communications President Ken Johnson exited the meeting at 12:20 p.m.

Approval of Work (Food Cart Area & South of Brewery)

Manager Souvenir stated Port District No. One is working to complete the new Food Cart Area on the south side of the office, and working on completing some work south of the brewery. Manager Souvenir is hoping the costs won't be over \$10,000.00, but he requested to approve funding over \$5,000.00 to complete the work for both projects. Discussion ensued.

Commissioner Anderson made a motion to approve a one-time exception over \$5,000.00 for Manager Souvenir to complete his projects, and Commissioner Sorenson seconded. The motion passed 2-0.

MANAGER'S REPORT

Manager Souvenir discussed the increases and decreases in the cash flows of the Port's revenues. Please see manager's report attached. Manager Souvenir commented that it has been a good year so far, and hopefully it will continue in the same manner.

Administrative Assistant Mackenzie Jones provided an update on the upcoming street market. She stated she has a few signs she still needs to put up, but she has completed the street market's radio ad which will begin running the week of the market and run through the end of the season. Ms. Jones is in the process of planning the "travel days" pairing with the Little Island Creamery and the Wahkiakum County Fair Grounds right now. The idea is to get the community more involved, and it will help the street market vendors get more customers on those days when other events are happening. Discussion ensued.

County resident Josie Williams entered the meeting at 12:30 p.m.

Manager Souvenir commented that Port District No. One is working on moorage contracts with Manson, a dredging company, as well as working with them to schedule moorage for two vessels. Discussion ensued.

Manager Souvenir stated that Port District No. One had their yearly fire inspection and Department of Ecology inspection. Both inspectors were impressed with the work and improvements done down at the Port. Discussion ensued. Manager Souvenir commented Maintenance Manager Jerry Nakonsky has done a great job on the waterlines and docks.

DISCUSSION ITEMS:

Josie's Flip'n the Kitch'n

County resident Josie Williams stated she wants to open a Hawaiian/Asian fusion foods food cart. She brought some samples of the main food she will be serving. Ms. Williams commented she is hoping to be open for the Bald Eagle Days event, but she is currently trying to find a food truck to set up in. Once she finds a food truck she will work on L&I guidelines and qualifications, so she isn't sure when she will officially be open. Ms. Williams commented she may just set up some tables with an awning for the event, but she is still looking into that idea and what it entails. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Anderson commented that he enjoyed Administrative Assistant Mackenzie Jones' presentation for outreach at the street market. He commented that all the staff and workers at Port District No. One are doing an amazing job.

ADJOURNMENT:

The regular meeting was adjourned at 12:40 p.m.

The next regular meeting will be held June 12, 2025, in the DeBriac Meeting Room at 12:00 p.m.

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
April 1 through April 30, 2025

BEGINNING CASH BALANCE	<u>\$ 340,491.37</u>
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REVENUE

Marina and Lodging Income	\$ 117,237.75
Tax Income (Real and Timber)	\$ 33,761.44
Interest Income	\$ 1,146.68
All Other Income	\$ 42,836.04
Total Revenue:	<u>\$ 194,981.91</u>

EXPENSE

Payroll and Benefit Expense	\$ 26,633.17
WCIF (medical insurance)	\$ 3,537.35
Capital Outlay	\$ -
All Other Expense (see attached report)	\$ 52,752.14
Total Expense:	<u>\$ 82,922.66</u>

ENDING CASH BALANCE	<u>\$ 452,550.62</u>
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Net Cash Increase/Decrease	\$ 112,059.25
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Prepared by: Shelby Garrett

Prepared Date: 5/12/2025

Manager's Report

May 15th, 2025

REVENUES

Cabins & Yurts	MTD: \$8,910.00	YTD: \$24,940.33 +31%
Moorage	MTD: \$26,112.51	YTD: \$76,775.22 +8%
RV & DC	MTD: \$28,516.39	YTD: \$44,355.01 +31%
County Line	MTD: \$1,255.85	YTD: \$3,046.40 -69%
Fuel	MTD: \$29,206.27	YTD: \$41,270.18 -24%

MEETINGS

Finance Meeting	April 18 th	Todd
TOC	April 21 st	Todd
CWCOG	April 24 th	Todd
MRC	April 28 th	Brett
Street Market	May 3 rd	Mackenzie
BED	May 5 th	Todd
TOC	May 5 th	Todd
Tourism	May 13 th	Todd

Street Market 2025

Mackenzie had a vendor gathering on May 3rd to meet with vendors about this season. First Street Market is May 23rd- 3:30 to 6:30pm. 10 vendors are signed up for the first market as of now. We scheduled 4 markets where we will have live music, still in the process of planning the "travel days" pairing with the Little Island Creamery and the Wahkiakum County Fair Grounds. The Street Markets radio add will start running the week of the Market and run through the end.

Food Cart Area

We have been working on the power and water for the new Food Cart area south of the office. Everything should be completed and ready no later than the end of this month.

Summer Moorage

Working with Manson to schedule moorage for two vessels along with working on moorage contracts along with other costs associated with their stay which is approximately from the end of June through the end of September.

Ecology & Fire

We had our yearly fire inspection along with our Department of Ecology inspection last month and both went very well. Both inspectors commented on the improvements we have made in both areas along with complimenting the staff on our cleanliness and organization.

Approval of the minutes of the regular meeting of May 15, 2025.

Scott Anderson Via Zoom
Scott Anderson, President

Brett Deaton, Vice-President


James Sorensen, Secretary